



Personnel Assistant Training

Session 1 Day 1

Wednesday April 9, 2014

SCHEDULE	TOPIC	PRESENTER(S)
8:30 a.m.	Welcome and Introduction	Ed Holland
8:40 a.m.	Health & Dental Insurance Overview	Rose Baughman
9:40 a.m.	Iowa Benefits System	Linda Goebel
11:40 a.m.	LUNCH	
12:40 a.m.	Iowa Benefits System continued	Linda Goebel
1:40 p.m.*	Pre-Employment/BrassRing Training	Sheryl Gabel David Wiedemeier Mike Costanzo
3:30 p.m.	OSHA Reporting	Barry Best
4:00 p.m.	Benefit Training	Jim Pierson
*There will be a break during this topic to be determined by the presenter(s), if needed.		
This session should conclude by 4:30 p.m.		



Personnel Assistant Training

Session 1 Day 2

Thursday April 10, 2014

SCHEDULE	TOPIC	PRESENTER(S)
8:30 a.m.	Introduction/Welcome	Bill West
8:40 a.m.	FMLA Catastrophic Leave Life Insurance Long-term Disability Leave Programs	Sheryl Jensen
12:10	LUNCH	
1:10 p.m.	Employee Assistance Program (EAP) Wellness Program	Amy Liechti
2:10 p.m.	Recruitment	Robin Jenkins
2:30 P.M.	BREAK	
2:45 p.m.	Deferred Compensation Pre-tax Flexible Spending	Jenny Sandusky
3:00 p.m.	Retirements/Terminations	Rachel Orris
	This session should conclude by 4:00 p.m.	



Personnel Assistant Training

Session 2 Day 1

Wednesday May 7, 2014

SCHEDULE	TOPIC	PRESENTER(S)
8:00 a.m.	Introduction/Welcome Back	Michelle Wendel
8:10 a.m.*	Review of Class & Pay Plans, Rules HRIS System & Codes Overview of PA Information Website/Excel Calculators P-1 Process Requirements M-5's Appeal Board Claims	Elise Mullen Amy Brown Lisa Elliott
11:45 a.m.	LUNCH	
12:45 p.m.	Worker's Compensation Overview	Jeff Johnson Mike Spellman
1:45 p.m.	Worker's Compensation Overview-Payroll	Lisa Elliott
2:45 p.m.	BREAK	
3:00 p.m.*	Wage Reporting/IPERS Wage Assignments Payroll Accounting HRIS Employee Information HRIS Payroll Calculator (Gross-to-Net) HRIS Timesheet Processing HRIS Warrant Information	Lisa Elliott Michelle Wendel Wendy Noce Lisa Ayers
This session should conclude by 4:30 p.m.		
*There will be a break during this topic to be determined by the presenter(s), if needed.		



Personnel Assistant Training

Session 2 Day 2

Thursday May 8, 2014

SCHEDULE	TOPIC	PRESENTER(S)
8:00 a.m.	Welcome Back	Michelle Wendel
8:10 a.m.	HRIS Availability/Payroll Calendars/Documentation HRIS Document Approvals (including termination docs) Insurance Billing Adjustments SLIP/SERIP Billing Processes I/3 HR/Payroll Data Warehouse	Michelle Wendel/ Wendy Noce Sandy Mezera Barb McNulty Lisa Elliott
11:30	PDS Training	Jeff Panknen
This session should conclude by 12:00 p.m.		